



USAID | INDONESIA

U.S. Agency for International Development (USAID), American Embassy is recruiting Indonesian Nationals only for a **Development Clerk** position (**Post Code: DVL-C**); Salary range between Rp.3,2.– 6,6 million per month depending on qualifications, experience and salary history.

Scope of Work: The Incumbent position is located in the Basic Human Services office and provides administrative support to the team in the areas of information/communications management, travel planning, scheduling, time keeping, translation, and financial services. As required, the incumbent may be asked to travel to project sites within Indonesia

Qualifications: Required Academic/University graduate and minimum three years on secretarial, office management and administrative/operations experience. S/he has ability to work under pressure and with variety of people and organizations. Customer service orientation and have interest in humanitarian assistance. S/he must be accurate, detail-oriented, and well organized. S/he is willing to take initiative to provide assistance as required. Ability to travel within Indonesia as required. Fluent in both written and spoken English and Bahasa Indonesia are required.

For more details about USAID and this position, you can visit our website at: <http://indonesia.usaid.gov>.

Please send your application by e-mail with the **position code as the subject of your email** by close of business **March 30 , 2007** to:

USAID/EXO/HR
c/o U.S. Embassy Jakarta
Jl. Merdeka Selatan No. 3-5, Jakarta 10110
Or email to: jkthrd@usaid.gov

Only short listed candidates will be contacted. No telephone or email inquiries will be accepted.